

## **ELECTION OF BOARD**

1. **TIMING** – The incoming Board will be elected on the first regular meeting in December of the prior year.
2. **NOMINATING & GOVERNANCE COMMITTEE (N&G)** – This committee will be composed of the incoming President (Chair), President, Past President, Secretary and one (1) member at large appointed by the incoming President.
3. **ROLE OF NOMINATING & GOVERNANCE COMMITTEE** – To encourage members to join the Board and to ensure that the positions on the incoming Board are filled. In addition, this committee will carry out a due diligence function related to the healthy development and operation of the Board as well as ensuring in their oversight role that contentious matters are dealt with in an expeditious manner and in the spirit of Rotary's Four-Way Test.
4. **PROCEDURE**
  - a. N&G Committee will have a slate of candidates for all positions on the Board by one (1) week prior to the election, and they will be published in the Club Bulletin or circular. Positions for election will be:
    - I. **President Elect** *(For the following year and who shall become President for the year thereafter)*
    - II. **Secretary**
    - III. **Treasurer**
    - IV. **Community Service Director**
    - V. **Vocational Service Director**
    - VI. **Club Service Director**
    - VII. **International Director**
    - VIII. **Youth Director**
    - IX. **Up to four (4) additional Directorships/Chairs** may be created by the N&G Committee.
  - b. Nominations can be accepted from the Club up to two (2) weeks prior to the election. Nominations must be in writing to the Secretary supported by two (2) Club members.
  - c. The list of nominees proposed by the N&G Committee and those from the membership at large must be published in the Club Bulletin or circular one (1) week before the election.
  - d. The N&G Committee may appoint a Director to one or more positions (i.e. combine Directorships), provided however that each Director shall have only one (1) vote. There shall be no less than four (4) Directors excluding Club Officers.

## 5. **VOTING POSITIONS ON BOARD**

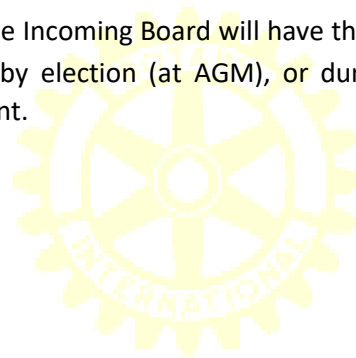
- a. All the members elected to a Board position in paragraph 4 a. will have a vote, in addition to the Past President.

## 6. **BOARD QUALIFICATIONS**

- a. **DIRECTORS** - To be elected as a member of the Board of Directors, a candidate must be a Rotarian in good standing with the Club.
- b. **PRESIDENT** – To be elected President of the Club the candidate must:
  - 1) Be a Rotarian in good standing; and
  - 2) Have served on the Board for at least one (1) full term prior to the effective date of taking the office of President- Elect.

- 7. **AUTHORITY TO FILL VACANCIES** – The Incoming Board will have the authority to fill vacancies where positions have not been filled by election (at AGM), or during the year, should a position or positions become or remain vacant.

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## **SEMI-ANNUAL MEETING**

(to be conducted at the first regular meeting in December)

### **Key Business**

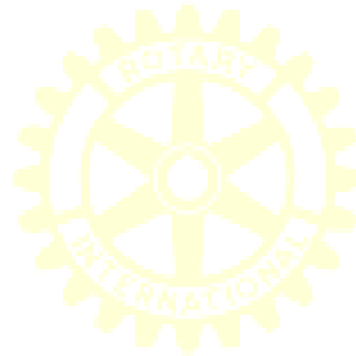
1. Election of incoming Board
2. Presentation of the Financial Statements of the previous year
3. Ratification of Board Actions during the previous year

## **ANNUAL MEETING**

(to be conducted immediately prior to turnover)

1. Ratification of any Board positions appointed after the Semi –Annual Meeting.
2. Approval of Budget for the next Rotary Year
3. Reports of the outgoing Directors (projects completed)
4. Reports of the incoming Directors (projects planned)

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Notes:

1. All procedural documents, email formats and nomination forms to be developed by the Secretary in line with the Election of Board document.
2. Existing Rotary Club of Richmond Hill Bylaws to be amended in relation to the Election of Board document
3. AGM/Election day procedures and guidelines to be made by the Secretary
4. Election of Board document to be adopted by Club Board, ratified by the Club members and included with the addendum of the revised Club Bylaws

